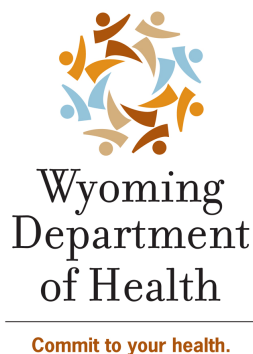


Wyoming Regional Cancer Resource Centers Competitive Grant Application



Application Guidance

These materials are not a promise of contract or funding.

Project cycle: July 1, 2009 – June 30, 2010

Applications must be postmarked on or by May 8, 2009

Preventive Health & Safety Division
Comprehensive Cancer Control Program
Wyoming Department of Health
6101 Yellowstone, Suite 259A
Cheyenne, WY 82002
(307) 777-8609
Kimberly.Rogers@health.wyo.gov
<http://health.wyo.gov>

Wyoming Department of Health – Preventive Health & Safety Division
Comprehensive Cancer Control Program
Wyoming Regional Cancer Resource Centers Grant Application

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APPLICATION REQUIREMENT CHECKLIST

And how to apply

Required application documents

Application Forms 1 – 6

Letters of Collaboration

Appendices

Please submit **ONE** original and **SIX** copies and **ONE** electronic copy (on CD) of the total application (including appendices and letters of collaboration).

Please clip each set of documents together with a binder clip. Do NOT bind them with a cover or in a way that keeps us from photocopying the documents.

Application documents are available in Microsoft Word files by sending an email to the Comprehensive Cancer Control Program at Kimberly.Rogers@health.wyo.gov or by visiting the program website at <http://www.health.wyo.gov/PHSD/ccc/index.html>.

PLEASE ALSO SAVE A COPY OF YOUR APPLICATION on disk or to your computer. If you are selected for funding, your application may be used to create your report form and will be used as an attachment to the contract.

GRANT APPLICATION GUIDANCE

Primary Purpose of Funds

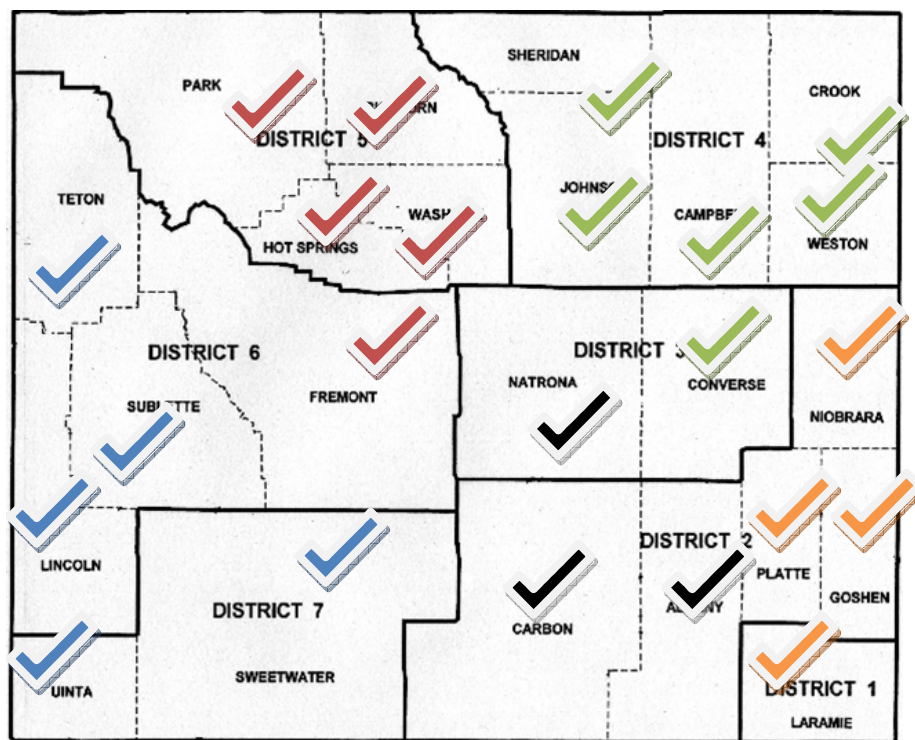
The Wyoming Department of Health Comprehensive Cancer Control (CCC) Program continues a commitment to reduce the impact of cancer on Wyoming people. Community-based efforts directed at social and environmental changes to reduce cancer incidence and mortality rates by adults and young people among all populations have been ongoing since 2007. The model proposed in this grant application will work to coordinate and implement prevention efforts, increase use of early detection and screening services, increase utilization of treatment guidelines in diagnostic and treatment services, improve quality of life for all Wyoming people (including adequate pain management, palliative care, and resources for cancer survivors and caregivers), and identify and eliminate the health disparities experienced by medically-underserved population groups relative to cancer control.

The purpose of this application is to provide funding and technical assistance to 5 regional sites throughout Wyoming to coordinate cancer control at the “*regional*” level, while implementing the provisions stated in this application. These provisions include, but are not limited to the following:

- Provide cancer education and awareness to a wide variety of audiences (policymakers, healthcare providers, teachers, general public, faith-based organizations, hospice, etc.);
- Promote early detection of cancer at intervals required by national screening guidelines;
- Recruit eligible participants into the state-funded cancer screening programs (breast, cervical and colorectal);
- Serve as a point of contact/ Patient Navigator to Wyoming residents needing local, regional, state, and national cancer information;
- Collect essential data and complete assessments as required by the provisions of this grant;
- Bring regional stakeholders to the table to fill service gaps for cancer patients utilizing community resources; and
- Create a network of partners to advocate for cancer control in your region.

This regional model incorporates all the above-mentioned activities while utilizing a comprehensive, collaborative, and cost-effective approach.

The method by which these regional projects shall be determined relates to the way cancer incidence and mortality data is collected in the state. Currently, the Wyoming Cancer Surveillance Program collects data and analyzes it by “cancer district”. There are seven cancer districts. Since we are working with only 5 regional projects, we must integrate our program to fit this model as closely as we are able. The following table identifies how the five projects will be split to maintain statewide coverage of these essential supportive services.



Region I: Laramie, Goshen, Platte and Niobrara (Population: 109,006/ Screening Population: 29,048)

Region II: Converse, Campbell, Crook, Weston, Sheridan, Johnson (Population: 102,579/ Screening Population: 30,104)

Region III: Albany, Carbon, Natrona (Population: 119,463/ Screening Population: 30,776)

Region IV: Teton, Sublette, Lincoln, Uinta, Sweetwater (Population: 103,598/ Screening Population: 30,082)

Region V: Park, Hot Springs, Big Horn, Washakie, Fremont (Population: 88,184/ Screening Population: 25,201)

**Screening Population is the number of men and women in the region who are age 45-64. All population estimates are taken from the 2007 census estimates.*

Who Can Apply

Proposals will be considered from tax-exempt non-for-profit organizations as well as public and private organizations that have a desire to improve cancer morbidity and mortality and are based in Wyoming. Priority is given to proposals that promote collaboration and build on the strengths of individuals and partner organizations within the region. Additionally, priority will be given to proposals that utilize a cost-sharing approach to implement the project. Cost sharing is defined further under the funding section.

Wyoming Department of Health – Preventive Health & Safety Division
Comprehensive Cancer Control Program
Wyoming Regional Cancer Resource Centers Grant Application

Source of Funds

State of Wyoming; general funds/ HB 0001, 2009 General Session (Tobacco Settlement Trust Funds)

Amount of Funds Available

In the budget section of this application please detail the funding level necessary for your organization (as the Fiscal Agent responsible for this grant) to complete all required and elected activities proposed in your grant proposal. The funding level proposed in the grant application will be used for reference and application evaluation only. Total funds available during this grant cycle are approximately \$485,000. The average award received will be approximately \$97,000 per region.

The actual amount awarded to the selected organization may be higher or lower than any amounts requested in any applications.

STAFFING PRIORITY:

Projects **must** hire and retain one full-time employee to serve as the Program Manager for the project (up to 40 hours per week), and one half-time staff person to serve as the Outreach Specialist (at least 20 hours per week). The Program Manager shall have direct supervision of the Outreach Specialist. These positions are exclusively to complete the work encompassed in this grant application. Adequate time must be allotted to these positions to complete the work identified in the grant proposal and contract.

All positions must be filled by July 31, 2009.

Required Cost Sharing

Cost sharing funds are required in an amount not less than ten percent of funds awarded under this program. Cost sharing funds may be cash, in-kind, or donated services or space or equipment. Contributions may be made directly or through donations from public or private entities. Cost sharing funds may not include: (1) payment for treatment services or the donations of treatment services (2) services assisted or subsidized by the state or federal government; or (3) the indirect or overhead costs of an organizations. All costs used to satisfy the cost sharing requirement must be documented by the applicant and will be subject to audit.

Specific Required Activities of Grant

In addition to the standard assurances and compliances and the provisions contained in contract, organizations that are awarded a contract must meet the following requirements:

- Hire and retain professional level staff for this project. Salary paid to the staff is under the sole discretion of the fiscal agent and must allow for adequate implementation of the grant responsibilities and projects.
- Project staff must be included in completion of this application (when applicable).
- The program staff hired through this project **must** budget for the following *mandatory* events:
 - 2 mandatory in-state regional coordinator meetings (includes Program Manager and Outreach Specialist) sponsored by the Wyoming Department of Health. These meetings will run concurrently with the semi-annual Wyoming Comprehensive Cancer Control Consortium Meetings;
 - Annual Celebration of Hope held in Cheyenne, Wyoming (Winter 2010); and
 - Annual Cancer Conference/ Chronic Disease Conference (Spring 2010).
- Ensure that quarterly reports are submitted on time and are complete. All work must be in line with the timeline set forth in the workplan.
- Provide access to office space, a facsimile machine, and a computer and printer for the program staff, with adequate capabilities for email, internet, and the most updated version of Microsoft Word, Access, Excel, and PowerPoint (2007).
- Receive training regarding the state-funded screening programs eligibility and enrollment processes, breast, cervical, and colorectal health, as well as public education and recruitment strategies.
- Serve as a resource to state-funded cancer screening program staff so they may better identify resources and program participant information (as needed).
- Provide outreach and/or education to recruit Wyoming residents (most particularly the medically-underserved) to be screened for breast, cervical and colorectal cancers for the purpose of (a) empowering people to make informed decisions and (b) referral to screening and diagnostic services, including state-funded screening programs.
- Disseminate breast, cervical, and colorectal program information regionally to ensure access from each county to these lifesaving screening services (i.e. public health entities, hospitals, physicians officers)
- Provide screening and diagnostic patient navigation to men and women as needed to ensure timely screening, diagnosis, and treatment for all cancers. You must maintain an 800 telephone number to ensure all residents in your region have access to your services.
- Promote and offer general cancer education to residents within your region and navigate them through the cancer continuum to ensure quality service through their journey.
- Create and maintain a broad-based diverse network to improve cancer prevention and control in the region.
- Educate policymakers and regional community leaders on issues surrounding cancer prevention and control.
- Complete regional assessments and data collection as indicated in contract (i.e. quarterly reports, county profile surveys, sun safety policy survey, and navigation surveys).

Enhancement Activities for Regional Implementation

Please implement the following strategies into your workplan. These strategies do not have to be incorporated in **each** county within your region. Various counties have different needs based on data. Based on current county-level data, identify the most necessary strategies to implement in the region based on geographic location, your targeted screening population, access to services, and other challenges). Adding the following “enhancement” activities to your workplan will strengthen your application.

- Identify gaps in services and programming within various communities and identify solutions to filling those gaps within your regional “network”;
- Implement activities that promote and advance the goals, objectives, and strategies in the statewide cancer control plan (www.fightcancerwy.com);
- Educate healthcare providers and their staff regarding breast, cervical and colorectal health programs and services;
- Develop and implement **earned media** campaigns. Earned media refers to favorable publicity gained through promotional efforts other than advertising, as opposed to paid media, which refers to publicity gained through advertising (all print, TV, and radio media must be pre-approved by the Department of Health Comprehensive Cancer Control Program).
- Facilitate access to screening and treatment services by providing assistance with transportation costs incurred or by collaborating with local entities to provide free services for cancer patients needing assistance;
- Facilitate access to health care through the provision of interpretation services to non-English speaking Hispanic men and women in need of breast, cervical and colorectal cancer education, screening, or diagnostic testing; and

Utilize funds only to support cancer-specific, community-based, primary prevention efforts that utilize evidence-based research or Best Practices. Please visit <http://cancerplanet.cancer.gov/>.

Specific Activities Disallowed from this Funding Source

In addition to the standard assurances and compliances listed in the application, these activities and expenditures are **disallowed** with these funds:

- Capital construction or supplies for decorative purposes.
- Endowment funding.
- Religious purposes.
- Grants to individuals.
- Lease of rental equipment.
- Deficits or retirement of debt.
- Planning or administration of grant aside from regular staff time.
- **These funds may not supplant existing activities in any way, nor are these funds to supplant projects that were previously funded through another source.**
- Any lobbying activities.
- For any program or service that denies service based on race, gender, color, or national origin.
- For any program or organization with a conflict of interest.
- Treatment or medical services or supplies of any kind (including early detection and screening services or kits).
- Projects/products unrelated to the primary purpose outlined in this request for proposal.

Specific Activities Restricted within this Funding Source

- Developing, purchasing, organizing, producing, erecting and/or staffing “brochures,” “booths,” “displays,” “fairs,” (i.e. health fairs) or other educational materials.
Opportunities will only be allowed when they clearly support the goals and objectives of the Wyoming Cancer Control Plan and can be demonstrated in the approved workplan format.

Reporting and Evaluation

The following are the CCC Program's expectations for reporting and evaluation. If there are any requests for changes to these, please write those requests in a separate, one-page narrative with your application.

1. Site Visits. The CCC program will conduct at least one formal site visit during the contract period. The state office will provide the Site Visit Protocol and attempt to make arrangements for the site visit at least 30 days in advance. The state program will determine workplan progress and provide technical assistance where needed. The purpose of the site visits is to improve the ability of the regional project staff to implement the goals and objectives set forth in this request for proposal.
2. Quarterly Reports. Please note that applicants must show quarterly activity towards work plan goals, objectives and activities that encompass all areas within the region.

Hard and/or electronic reports are due to the project consultant by the 30th of each quarter.

The timeframe for reports are as follows:

July 1-October 15, 2009	1 st Quarter
October 16, 2009-January 15, 2010	2 nd Quarter
January 16-April 15, 2010	3 rd Quarter
April 16-June 30, 2010	4 th Quarter

**The last quarterly report of the year serves as the End of Year Report.

3. Fiscal invoices are due by the 15th of each month. Please send an electronic copy and mail an original signature copy to the program. **KEEP A HARDCOPY AND AN ELECTRONIC COPY OF THE REPORT AND INVOICE IN YOUR FILE.**

Please note: the organization's administration must certify that costs are reported correctly and reflect actual work towards contract goals or requirements.

3. Surveys/Data Collection Methods: Commitment to conduct the following regional evaluation processes is required.

- Regional Early Detection Assessment (yearly);
- Wyoming Sun Safe Schools Survey (yearly);
- Performance Measures Worksheet (yearly); and
- Patient Navigation Assessments (quarterly).

4. Any program surveys developed by your agency must be pre-approved by the Wyoming CCC Program.

Selection Procedures

The Wyoming Department of Health CCC Program, will strive to meet the following procedures where possible:

- Notice of this application will appear on the CCC website at: <http://www.health.wyo.gov/PHSD/ccc/index.html>.
- A technical assistance call will be provided on March 25, 2009 from 10:00-11:00 a.m. MST. The website above will include the dial-in information. This will offer applicants the opportunity to ask questions about the application, request clarification on items, etc.
- The CCC Program will convene a selection team of reviewers familiar with the program content. Reviewers will not be selected from the application pool or have conflicts of interest. Reviewers will not discuss the applications or the applicants without the written permission of the CCC Program. A rating sheet will be used. Decisions of this selection team are final.
- Sole applicants for a region does not guarantee grant award.

Application Process Timeline

March 13, 2009	Requests for Applications Distributed
March 25, 2009	Technical Assistance Conference Call
May 8, 2009	Application Due Date (postmarked on or before)
May 18-22, 2009	Application Review Period
May 25, 2009	Tentative Award Selection Date
May 27, 2009	Letters Mailed to all Applicants
June 1, 2009	Anticipated Mailing of Contracts

Application Deadline

Applications must be postmarked on or by **May 8, 2009**. Faxed applications **will not** be accepted.

Technical Assistance Conference Call

A technical assistance conference call will be held on Wednesday, March 25, 2009 from 10:00 a.m. to 11:00 a.m. The conference can be accessed by calling 1-877-278-8686. The leader for this call is Kimberly Rogers and the passcode is 180195. The passcode is required to join the call.

Primary CCC Program Contact

Kimberly Rogers, Program Manager
Wyoming Comprehensive Cancer Control Program
6101 Yellowstone Rd., Suite 259A, Cheyenne, WY 82002
(307) 777-8609
Kimberly.Rogers@health.wyo.gov

How to Submit Your Application

Please **mail** one (1) original and six (6) hardcopies and one (1) electronic version (on CD) to:

Comprehensive Cancer Control Program
Wyoming Department of Health
Attn: Kimberly Rogers
6101 Yellowstone Rd. Suite 259A
Cheyenne, WY 82002

Wyoming Department of Health – Preventive Health & Safety Division
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